

Minnesota Department of Public Safety 2017 Toward Zero Deaths (TZD) Enforcement Request for Proposal

The Minnesota Department of Public Safety (DPS), Office of Traffic Safety (OTS) is seeking proposals from law enforcement agencies to conduct a highly visible, well publicized traffic safety enforcement program. The grant funding will be used for overtime enforcement to address all traffic safety issues with an emphasis on impaired driving, occupant protection, speed and distracted driving.

The DPS has a mandate to promote the safety of those who use public roadways. The National Highway Traffic Safety Administration (NHTSA) provides federal funding to the OTS to design and implement public education and traffic law enforcement programs to fulfill this mandate. The OTS and NHTSA seek to support traffic safety interventions that have been proven to reduce deaths and severe injuries caused by motor vehicle crashes. The OTS is committed to funding projects that have identified traffic safety problems with proposed enforcement strategies likely to alleviate those problems.

Minnesota uses an interdisciplinary approach by teaming up the 4 Es of enforcement, engineering, education and emergency medical and trauma services to implement these strategies. This traffic safety program, called Toward Zero Deaths (TZD) works to create a safe driving culture in Minnesota in which motorists support a goal of zero road fatalities by practicing and promoting safe and smart driving behavior.

2017 TZD Enforcement Grant Highlights

Impaired Driving Funding

The “Top 25” has been reduced to the “Top 13” counties that are eligible to receive extra funding for a year-long sustained impaired driving enforcement program. Because there was a tie for the 13th place, there will be 14 counties eligible to receive the additional impaired driving funds. Those counties include: Anoka, Cass, Crow Wing, Dakota, Hennepin, Otter Tail, Ramsey, Scott, Sherburne, Stearns, St. Louis, Washington, Winona and Wright.

Equipment

Equipment is no longer offered as part of the enforcement grant.

Seat Belt Surveys

Grantees are no longer required to conduct informal seat belt surveys after the May mobilization.

Risk Assessment

The federal government now requires a pre-award risk assessment for all grant applications. The Office of Traffic Safety has added a section to the application in E-grants to provide us with the information needed from the applying agencies in order to complete the risk assessment.

Training Requirements (details in the program guidelines)

An “update” class is required for all previous classroom courses. (SFST, DTID or ARIDE, and OPUE). A classroom version of Advanced Roadside Impaired Driver Enforcement (ARIDE) replaces Drugs That Impair Driving (DTID), and Occupant Protection Usage and Enforcement (OPUE) will be taken as a new web-based training.

Within five years of an officer’s initial SFST, DTID or classroom ARIDE and OPUE, officers must take the SFST refresher, web-based ARIDE, and the web-based OPUE.

TZD Conference Mandatory Grantee session

The grantee session is mandatory for those Fiscal Administrators and Agency Administrators that are attending the conference. Details about the time and location of the grantee session will be given closer to the conference date.

Suggestions for topics to cover at that session are welcome and encouraged. Send suggestions to

shannon.swanson@state.mn.us.

Background

Research has consistently shown enforcement efforts alone do not have a lasting effect on driver behavior if the majority of the public is not aware of them. Combining increased enforcement with public awareness has been found to result in long-lasting improvements in driver behavior. By increasing the number of arrests and raising the perceived risk of arrest, compliance with laws is increased. NHTSA requires the OTS to develop performance measures in key traffic safety behavior areas and report yearly on progress toward achieving our goals. These performance standards measure the level of Minnesota's success in moving the bar Toward Zero Deaths. As part of the application for the 2017 TZD Enforcement grant, OTS requires law enforcement to create local performance measures that support the state's traffic safety goals. The Statewide goals are fewer than 300 fatalities and 850 serious injuries by 2020.

Eligibility

Eligible applicants for this RFP are Minnesota cities, counties and Native American Tribes for their law enforcement agencies and the Minnesota State Patrol (MSP). Private companies and organizations are not eligible.

All applicants must participate in the enforcement program mobilizations. Mobilizations are focused enforcement activity, e.g. seat belt enforcement that is scheduled during a specific time period defined on the TZD Enforcement Calendar (Attachment D). These mobilizations include earned media before and/or after each enforcement time period. The following counties with the highest number of alcohol-related fatalities and severe injuries are eligible for additional funding for sustained, year-round impaired driving enforcement:

Anoka, Cass, Crow Wing, Dakota, Hennepin, Otter Tail, Ramsey, Scott, Sherburne, Stearns, St. Louis, Washington, Winona and Wright.

Multiple counties, as well as a county and multiple cities within that county, may partner to apply for one grant. The OTS will issue a maximum of one enforcement grant per county with the exception of Hennepin and St. Louis Counties; five grants are allowed for Hennepin County and two for St. Louis County. Each applicant must partner with at least one other agency to be eligible. No single agency applications will be accepted.

The application must indicate which single law enforcement agency will be the fiscal agent and administrator of the grant. This agency must obtain a resolution from their city council or county board authorizing them to participate in the grant and indicate who is authorized to sign the grant agreement unless the listed officials below are signing the grant agreement:

- Statutory Cities - Mayor and City Clerk
- Counties - Board Chair and Clerk of the Board

If the application is accepted, the fiscal agent will be responsible for compiling information from their partners and submitting plans, reports, and invoices to the OTS. The partner agencies are responsible for reporting their enforcement activity on a short report on the OTS website after designated mobilizations on the enforcement calendar, and for providing timely information to the fiscal agency

Risk Assessment

The federal government now requires a pre-award risk assessment for all grant applications. The Office of Traffic Safety has added a section to the application in E-grants to provide us with the information needed from the applying agencies in order to complete the risk assessment.

Application Evaluation Process

Each application will be reviewed by the enforcement coordination team at the OTS. Grant funded enforcement performance from past grants will be evaluated (Attachment F) and county crash data will be considered (Attachment G). The percentage of DWI arrests using eCharging for each agency will be considered in the evaluation process. The work plan, media plan, and budget will also be evaluated as to how well the application addresses the area's particular crash problem. Keep in mind, all grant funded enforcement is required to be high-visibility enforcement (HVE), so the publicity portion is very important and should be as detailed as possible.

Funding Available and General Funding Rules

The grant will begin Oct. 1, 2016, and end Sept. 30, 2017. Grant applications are due to the Office of Traffic Safety via E-Grants by 5 p.m. Friday, June 10, 2016.

The grant funds are to be used for enhanced enforcement and must ultimately increase an agency's overall budget. The grant funds are available on a cost reimbursement basis. Costs are reimbursed after they are incurred and paid by the grantee agencies. As a result, applicant agencies must have "start-up" monies available. The fiscal agency will submit a single invoice for all law enforcement agencies participating and reimburses partner agencies after receiving payment from the OTS.

Match requirements for operating expenses such as mileage and administration of the grant are detailed in the Program Guidelines (Attachment A).

Termination of a Grant

Termination by the State. The State may cancel the grant agreement at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

Termination by the Grantee. The Grantee may request termination upon 30 days' notice to the State's Authorized Representative. Upon termination, the Grantee is entitled to payment for services actually performed and agrees to return any unused funds to the State.

Termination for Insufficient Funding. The State may immediately terminate the grant agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services under the grant agreement. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the grant agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State receiving that notice.

Termination for Failure to Comply. The State may cancel the grant agreement immediately if the State finds that there has been a failure to comply with the provisions of the grant award, that reasonable progress has not been made or that the purpose for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

A grant may be cancelled or not renewed by OTS if any of the following occur:

- The grantee failed to have any activity during a complete quarter unless approved in advance by the OTS grant coordinator. OTS understands that training needs may temporarily delay activity.
- The Financial Status Reports (invoices/FSRs) were submitted one month late at least two times unless the grantee was given prior approval from the OTS coordinator or entered a zero sum FSR into e-grants.
- Two Financial Status Reports were submitted that included ineligible costs.
- Other breaches of laws, requirements, rules or procedures by the grantee.

A grantee is responsible for letting the OTS coordinator know whenever the project director will be away from work for fourteen consecutive days or more and for providing the coordinator with contact information on an interim project director during that time period.

These rules will not be in effect in the case of a grantee agency affected by an emergency or natural disaster (such as a major fire, flood or tornado). Having a critical staff person or project director quit or otherwise leave is not a natural disaster. If a critical person leaves, the grantee is responsible for notifying their OTS coordinator and working out a timeline by which duties, reports, and invoices will be resumed with him or her and obtaining that coordinator's written approval of the plan.

Proposal Package Checklist

The application is completed in DPS' Web-based E-Grants system and includes:

- Agency Information
- Grant Information and Work Plan
 - Enforcement Plan (attach applicable work plan depending on whether or not)
 - ✓ Enforcement Mobilization Plan A; or
 - ✓ Enforcement Mobilization Plan B
- Comparative Report
- Certification that the applicant agrees to the Program Guidelines, Terms and Conditions, and Federal Audit Requirements
- Budget
- Signature Option

Negotiations on applications may occur; clarification may be needed, hours, plans, or budgets may be modified.

Applications must be submitted to the OTS via E-Grants by 5 p.m. on Friday, June 10, 2016.

QUESTIONS regarding the application and evaluation process must be directed to Shannon Swanson, shannon.swanson@state.mn.us by 4 p.m., May 27, 2016. Answers to questions that are not specific to a single proposal will be posted to this page within approximately three business days.

Grant Application Instructions

Responses to the RFP, including supporting work plans, will be submitted through E-Grants: <https://app.dps.mn.gov/egrants>. Instructions on how to use E-Grants to submit the RFP response are located on the E-Grants home page under Training Materials. If you are new to the system click on the New User link, <https://app.dps.mn.gov/egrants/Registration2.aspx> on the E-Grants log in page, fill out the form and save. This submits the request. You will be given access by DPS within a day or two; do not wait until the last minute to submit.

Complete all sections in the application: Agency Information; Risk Assessment; Grant Information and Work Plan; Certifications, Budget and Signature Option.

Agency Information - Complete the form in E-Grants

Fiscal Agency

This is the agency that is applying to enter into the grant agreement with the OTS and is the legal applicant responsible for fiscal oversight of the project. The legal applicant is ultimately responsible for programmatic oversight of the enforcement grant.

The fiscal agency should be clearly indicated on the top of the grant application page. List all partner agencies in the Partner Agency section.

Risk Assessment - Complete the form in E-Grants

The federal government now requires a pre-award risk assessment for all grant applications. The Office of Traffic Safety has added a section to the application in E-grants to provide us with the information needed from the applying agencies in order to complete the risk assessment.

Grant Information and Work Plan - Complete the form and upload work plan in E-Grants

Complete the basic grant information such as the population of the jurisdictions served, number of eligible officers from each agency who have completed the required training or will have done so by the beginning of the grant, project director information, planned media activity, and plans for organizing meetings and briefings prior to high-visibility enforcement time periods.

The enforcement work plan will assist in creating an enforcement plan and budget. All law enforcement agencies in the grant should have input and agree to the Enforcement Mobilizations Plan prior to submitting the grant application. Each agency is required to participate in the statewide scheduled mobilizations and complete a short report for each mobilization. Mobilization guidelines are included in Attachment D.

Select one of the following work plans (described in detail below); once completed, upload it to E-Grants. Please view the [instructions](#) to accomplish this.

Enforcement Plans

Enforcement Work Plan A: This is for grantees not included in the 13 counties with the highest number of alcohol-related fatalities and severe injuries. Use the following instructions to complete the work plan:

Performance Measures Tab

Complete all tan cells as indicated in the worksheet.

Comparative Report Tab

Complete all tan cells as indicated in the worksheet.

Seatbelt Events Tab

- Step 1 – Enter the average hourly overtime rate including fringe benefits of officers that will be working the grant-funded shifts.
- Step 2 – Enter the length of shifts, number of officers working each event and number of events.

- Step 3 – Verify that the number of hours per mobilization are realistic for all partner agencies in the grant. If it seems too high or too low, adjust the number of events and/or officers per event as needed.

Distracted and Speed Events Tab

- Step 1 – Enter the average hourly overtime rate including fringe benefits of officers that will be working the grant-funded shifts. Fringe benefits for overtime work consist of agencies portions of FICA tax, workers compensation and pension contributions.
- Step 2 – Enter the length of shifts, number of officers working each event and number of events.
- Step 3 – If you plan to work the optional Move Over Day, enter the number of hours realistic for your partner agencies and the length of shifts.
- Step 4 – Verify that the number of hours per mobilization are realistic for all partner agencies in the grant. If it seems too high or too low, adjust the number of events and/or officers per event as needed.

DWI Events Tab

- Step 1 – Enter the average hourly overtime rate including fringe benefits of officers that will be working the grant-funded shifts.
- Step 2 – Enter the length of shifts, number of officers working each event and number of events.
- Step 3 – Verify that the number of hours per mobilization are realistic for all partner agencies in the grant. If it seems too high or too low, adjust the number of events and/or officers per event as needed.
- Step 4 – Enter the length of shifts for DWI Hours outside the TZD Enforcement Calendar. This can be for community festivals or events. The maximum hours allowed cannot exceed 10 percent of the total DWI hours. These hours must be after 4 p.m.

Budget Tab

The overtime enforcement funding amount and total hours of overtime enforcement will automatically calculate based on the information entered. To create the final totals, fill in the tan cells for administration and dispatch. Grant applications with five or more partner agencies are eligible to receive administration funding. The amount listed in administration and dispatch can be no more than the maximum amount listed on the budget tab (eight percent of the total enforcement budget).

- Administration – Up to three percent of the requested enforcement funding can be used to reimburse overtime spent on the administration of the grant. It is important to discuss how this administration funding will be used with your grant partners.
- Dispatch - The remaining amount of the eight percent can be used for dispatch. Dispatch costs must be overtime hours to be eligible for reimbursement.

Enforcement Work Plan B: This is for the 13 counties with the highest number of alcohol-related deaths and serious injuries. This option allows for planning of all enforcement mobilizations and year-long impaired driving enforcement. Because there was a tie for the 13th place, there will be 14 counties eligible to receive the additional impaired driving funds These counties include:

Anoka, Cass, Crow Wing, Dakota, Hennepin, Otter Tail, Ramsey, Scott, Sherburne, Stearns, St. Louis, Washington, Winona and Wright.

Applicants from these counties that apply for additional DWI funding must sustain an impaired driving enforcement effort throughout the entire year. These efforts must increase in months when alcohol-related fatalities and severe injuries occur more frequently. A minimum of three events must be scheduled in both the December and Labor Day mobilization periods. Use the following instructions to complete the work plan:

Performance Measures Tab

Complete all tan cells as indicated in the worksheet.

Comparative Report Tab

Complete all tan cells as indicated in the worksheet.

Seatbelt Events Tab

- Step 1 – Enter the average hourly overtime rate including fringe benefits of officers that will be working the grant-funded shifts.
- Step 2 – Enter the length of shifts, number of officers working each event and number of events.
- Step 3 – Verify that the number of hours per mobilization are realistic for all partner agencies in the grant. If it seems too high or too low, adjust the number of events and/or officers per event as needed.

Distracted and Speed Events Tab

- Step 1 – Enter the average hourly overtime rate including fringe benefits of officers that will be working the grant-funded shifts.
- Step 2 – Enter the length of shifts, number of officers working each event and number of events.
- Step 3 – If you plan to work the optional Move Over Day, enter the number of hours realistic for your partner agencies and the length of shifts.
- Step 4 – Verify that the number of hours per mobilization are realistic for all partner agencies in the grant. If it seems too high or too low, adjust the number of events and/or officers per event as needed.

DWI Events Tab

- Step 1 – Enter the average hourly overtime rate including fringe benefits of officers that will be working grant-funded shifts.
- Step 2 – Enter the length of shifts, number of officers working each event and number of events.
- Step 3 – Verify that the number of total hours are realistic for all partner agencies in the grant. If it seems too high or too low, adjust the number of events and/or officers per event as needed.

Budget Tab

The overtime enforcement funding amount and total hours of overtime enforcement will automatically calculate based on the information entered. To create the final totals, fill in the tan cells for administration and dispatch. The funding amount listed in administration and dispatch can be no more than the maximum amount listed on the budget tab (eight percent of the total enforcement budget).

- Administration - Up to three percent of the requested enforcement funding can be used to reimburse overtime spent on the administration of the grant. It is important to discuss how this administration funding will be used with your grant partners.
- Dispatch - The remaining amount of the eight percent can be used for dispatch. Dispatch costs must be overtime hours to be eligible for reimbursement.

Certifications

The legal applicant must acknowledge that the following documents that are attached to this Request for Proposal have been read in their entirety. E-Grants does not require a signature, but by checking the box in front of each document listed, the applicant indicates they have read them and agree with the information, terms, and conditions in the documents.

These documents will be incorporated into the grant agreement if funds are awarded to the fiscal agency. The documents include the following:

- Grant Program Guidelines (Attachment A)
- Terms and Conditions (Attachment B)
- Federal Audit Requirements (Attachment C)
- Mobilization Guidelines (Attachment D)
- Resolution Process (Attachment E)
- Approved Work Plan
- Approved Budget

Budget Summary

This page is populated from the information entered into the budget in E-Grants

Budget

These budget amounts from the work plan must be entered into the budget page in E-Grants. In E-Grants, there are two amounts to enter for each budget item. One is the budgeted amount and the other is the amount for match; funding provided by local agencies for costs not covered by the grant including mileage. At this point, you must fill in a 0 (zero) in the match line, but you will still be able to report match during the quarterly invoicing process.

Funding for the mobilizations comes from different sections of the federal law authorizing money to be spent. As a result, impaired driving, seat belt, speed, and distracted driving enforcement funding are listed separately in the budget in E-Grants. It is important that each program area's enforcement activity is kept separate throughout the life of the grant and that invoices reflect the overtime enforcement activity that supports each program area.

Signature Option

The DPS allows acceptance of grant agreements and amendments using several signature options. Indicate the type of signature you will use to sign the grant agreement if funds are awarded.

Office of Traffic Safety Grant Program Guidelines

Enforcement Expectations:

The Toward Zero Deaths Program is a comprehensive program to reduce fatalities and life changing injuries on Minnesota roads. This grant is one portion of that four pronged approach. In order to drive these numbers towards zero we want to change the way people think about driving their vehicles and the dangers involved. In order to change that mindset it is our job to stop people from doing the violation. Studies have shown that diversion programs are not effective (Masten & Peck, 2004) in changing that mindset, but a ticket and fine is. If an officer writes a citation with the option of attending a diversion program, that citation will be counted as a warning in ROAR.

Financial Requirements:

Payments under this grant agreement will be made from federal funds obtained by the State under the U. S. Department of Transportation's State and Community Highway Safety Program, Catalog of Federal Domestic Assistance (CFDA) numbers 20.600, 20.608 and 20.616. The grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the grantee's failure to comply with federal requirements.

Reimbursement of Funds - The vast majority of funds (at least 92 percent) must be used for paid overtime enforcement hours. The TZD enforcement program is a reimbursement program for costs that have been incurred and paid by the law enforcement agency. Since there is no way of knowing when the officer will use their comp-time earned, it is not allowed for working the enforcement grant. In the situation where an officer normally works part time for an agency, straight time, rather than overtime will be paid depending on the bargaining unit or contractual requirements. When an officer works on a holiday and contractually receives double time and a half for each hour worked, OTS will reimburse single time and a half with the remaining charges being reimbursed by the agency. Agencies cannot create special rates for working TZD grant-funded shifts; reimbursements will be based on the officer's regular rate of pay or overtime as applicable.

Only costs associated with approved activities on this project can be claimed for federal reimbursement. The grantee will report on all expenditures and program income pertaining to this grant agreement. Claims shall be supported by written documentation including receipts, invoices, and personnel time reports. All costs reimbursed with these federal funds must be actual costs to the department. Grant funding cannot be used to supplant any currently funded programs or activities. Therefore, grant funding cannot be used to fund enforcement and dispatch activity that is regularly scheduled work; it must be used for additional costs to the department due to the enhanced patrolling efforts of the project. The costs to the department and the hours of patrolling efforts must both be over and above the usual. Therefore, the vast majority of the additional enforcement hours will be paid overtime hours and no reimbursement for compensation time is allowed.

The State has an obligation to determine if fringe benefit costs to be reimbursed by this grant contract are reasonable. If requested, the grantee must furnish an explanation of the basis for such rates. Fringe benefits must be accounted for separately from salary costs on back-up documentation of invoices.

Expenditures for each state fiscal year of this grant contract must be for services performed within applicable state fiscal years. Every state fiscal year begins on July 1 and ends on June 30. In addition, expenditures for each federal fiscal year of this grant must be for services performed within the applicable federal fiscal years. Every federal fiscal year begins on Oct.1 and ends on Sept. 30.

The final claim for reimbursement must be received no later than 30 days after the expiration of the grant agreement.

Invoices must be submitted quarterly and received in the Office of Traffic Safety no later than the following schedule:

- Friday, Jan. 20, 2017: All project costs incurred between Oct. 1 and Dec. 31, 2016.
- Friday, April 21, 2017: All project costs incurred between Jan. 1 and March 31, 2017.
- Friday, July 14, 2017: All project costs incurred between April 1 and June 30, 2017.
- Friday, Oct. 20, 2017: All project costs incurred between July 1 and Sept. 30, 2017.

Match

Expenses related to the project that are paid for with state, county, municipal and/or private funding demonstrate a vested interest and commitment to the project and should be reported on the invoice. Agencies must claim matching funds as any real costs that are not included in the grant-reimbursed budget such as:

- Squad car mileage costs as operating expenses (the number of miles driven are required to be reported)
- Additional unfunded enforcement, administrative costs for scheduling, paperwork, and time to do public information components of the program
- Training time linked to the grant training requirements

Record Retention

Under Minn. Stat. 16B.98, subd. 8, the grantee shall retain all financial records for a minimum of six years after the expiration of the grant agreement or until any audit findings and/or recommendations from prior audit(s) have been resolved between the grantee and DPS, whichever is later.

Participation in Mobilizations

All partner agencies are required to participate in the statewide scheduled mobilizations. The following short mobilization reports are required to be completed by 5 p.m. on the specified dates:

- Number of seat belt citations written Oct. 14 – 30, 2016
(due Friday, Nov. 4, 2016)
- Number of DWI arrests and seat belt citations Nov. 23 – Dec. 30, 2016
(due Friday, Jan. 6, 2017)
- Number of texting and seat belt citations written April 10 – 23, 2017
(due Friday, April 28, 2017)
- Number of seat belt and child seat citations written May 22 – June 4, 2017
(due Friday, June 9, 2017)
- Number of speed and seat belt citations written July 7 – 23, 2017
(due Friday, July 28, 2017)
- Number of DWI arrests and seat belt citations written Aug. 18 – Sept. 3, 2017
(due Friday, Sept. 8, 2017)

Reporting Requirements:

Enforcement activity reports (Progress Report) are required to be completed quarterly according to the following schedule. Activity for these reports will be obtained from the ROAR system and submitted to the OTS through E-Grants.

- Friday, Jan. 20, 2017: All project activity incurred between Oct. 1 and Dec. 31, 2016.
- Friday, April 21, 2017: All project activity incurred between Jan. 1 and March 31, 2017.
- Friday, July 14, 2017: All project activity incurred between April 1 and June 30, 2017.
- Friday, Oct. 20, 2017: All project activity incurred between July 1 and Sept. 30, 2017.

Final Report Requirement

A final Progress Report is due Oct. 31, 2017. The final report should include the following:

- Review of the enforcement activity as it pertains to partner agencies.
- Review of the project budget as it pertains to partner agencies.
- Review of the performance measures. Indicate whether the project is on track for reaching the five-year goal.
- If progress toward the five-year goal was not made, describe changes that will be made to the project to improve on the outcomes.
- Positive outcomes from the project.

Enforcement Work Plan

Project plans are required to be entered into the ROAR system. These plans include enforcement mobilization events and saturation events that will occur during the following time periods:

- Oct. 1 – Dec. 31, 2016: Plan is due in the system by Monday, Oct. 3, 2016.
- Jan. 1- March 31, 2017: Plan is due in the system by Monday, Dec. 12, 2016.
- April 1- June 30, 2017: Plan is due in the system by Monday, March 13, 2017.
- July 1- Sept. 30, 2017: Plan is due in the system by Monday, June 12, 2017.

Media and Community Outreach Requirement

High-visibility enforcement, media relations, and community education regarding the enforcement activity are key factors in the success of the project. It is important for the individual responsible for media relations to have a plan for public information and media activities and to ensure the plan is executed. Roadway signs, vests, coasters, and business cards are some of the ways to increase the awareness of the enforcement activity.

Training Requirements

Every officer working OTS grant-funded shifts must be trained in the following:

Course	Length	Type
Standardized Field Sobriety Testing (SFST) <ul style="list-style-type: none">• 16 POST credits	16 hours	classroom
Advanced Roadside Impaired Driving Enforcement (ARIDE) (replaced DTID on Oct. 1, 2015) <ul style="list-style-type: none">• 9 or 14 POST credits	9 or 14 hours	classroom
Occupant Protection Usage and Enforcement (OPUE) <ul style="list-style-type: none">• 3 POST credits	3 hours	online

Note:

- Drugs That Impair Driving (DTID) was replaced by ARIDE on October 1, 2015. If an officer has taken DTID, the online ARIDE course is a required refresher after five years of the DTID date. The officer is not required to take classroom ARIDE if they have already taken DTID.

All training courses are required to be refreshed within five years of their original training date and every subsequent five years after that.

Course	Length	Type
Standardized Field Sobriety Testing (SFST)-DWI Update <ul style="list-style-type: none">• 4 POST credits	4 hours	classroom
Advanced Roadside Impaired Driving Enforcement (ARIDE) <ul style="list-style-type: none">• 6 POST credits	6 hours	online
Occupant Protection Usage and Enforcement (OPUE) <ul style="list-style-type: none">• 3 POST credits	3 hours	online

Access to training is found on the Minnesota State Patrol website:
<https://dps.mn.gov/divisions/msp/about/Pages/law-enforcement-training.aspx>

For questions regarding training, or to host a course, contact:

Lt. Don Marose, SFST-DRE Coordinator

Don.marose@state.mn.us

651-297-7132

Real-Time Officer Activity Reporting (ROAR)

- The ROAR system will be used to document TZD enforcement, eligible officers and gather officer activity information for submitting quarterly progress reports. Entry of all overtime enforcement events into the ROAR system is required by the dates indicated on the TZD Enforcement Calendar.

DWI eCharging Requirement

DWI eCharging benefits:

- Law enforcement – helps to quickly and accurately complete forms required for a DWI arrest.
- Prosecutors – provides for accurate charging information that leads to successful prosecution of DWI cases.
- Driver and Vehicle Services – automatically revokes an offender's driving privileges within 24 hours of publishing the DWI information.
- Office of Traffic Safety – provides DWI arrest data that helps with problem identification and media outreach.
- Traffic Safety – provides swift certain sanctions, which is known to change behavior.

For the above reasons, the OTS is requiring that DWIs written by an agency in a TZD Enforcement Grant be processed using the DWI eCharging system. If you have any questions regarding the system or would like to schedule training, contact Mike Asleson, DWI eCharging Deployment Manager at the Bureau of Criminal Apprehension at, (651) 793-2448; or mike.asleson@state.mn.us.

If you are a new grantee and not currently processing DWIs via the eCharging system, submit a plan detailing an implementation timeline.

Meeting Requirement

OTS has found grantees that meet more frequently with their partner agencies are more successful in meeting their performance measures. Quarterly meetings, at a minimum, provide an opportunity to review grant activity, discuss ways of improving the program and plan activity around what is happening in the community. It encourages partners to take ownership of the program and may stimulate new ideas for saving lives on Minnesota's roadways. Additionally, the grantee shall attend other meetings as required by the OTS.

Travel

The Minnesota Toward Zero Deaths (TZD) Conference will be held in Duluth, Minnesota on Nov. 16-17, 2016. The Fiscal Agent for the grant must attend, but if a conflict arises, the Fiscal Agent must identify an alternate. At least one person in the grant is required to attend the TZD Conference. The Fiscal Agent or their designee is required to attend the mandatory grantee meeting. All agencies are invited to send a representative to the conference. If you are attending as a partner agency, you must also come to the grantee session.

The OTS will reimburse lodging and the pay for the registration fee for one person per agency in the grant. When the officer's home agency is farther than 35 miles from the conference, OTS will reimburse for up to two nights. OTS will not pay for hotel costs for officers whose home agency is 35 miles or less from the conference. The attendee is responsible to pay any costs in addition to the room charge. Attendees are responsible for registering themselves for the conference and reserving their own hotel room at the conference rate with their credit card. Hotel costs for each attendee in the grant will be reimbursed in the first quarter invoice submitted by the fiscal lead.

If an officer registers for the conference and makes a hotel reservation, but does not attend, the costs of the registration and hotel room will not be reimbursed.

Approval of Subcontracts

All sub-contracts must be reviewed and approved by the OTS Coordinator before the sub-contracting process begins. The OTS Coordinator must be provided with a copy of the sub-contract. Invoices from a sub-contract not approved by the OTS Coordinator may not be eligible for federal reimbursement.

Evaluation

OTS shall have the authority, during the course of the grant period, to evaluate and monitor the performance and financial records of the grantee.

Federal and State Provisions

This grant agreement is subject to all applicable federal and state statutes and regulations, including, but not limited to the following:

Common Rule: [49 CFR Part 18.37](#) specifically (2)

SUBGRANTS

§18.37 Subgrants.

(a) States. States shall follow state law and procedures when awarding and administering subgrants (whether on a cost reimbursement or fixed amount basis) of financial assistance to local and Indian tribal governments. States shall:

- (1) Ensure that every subgrant includes any clauses required by Federal statute and executive orders and their implementing regulations;
- (2) Ensure that subgrantees are aware of requirements imposed upon them by Federal statute and regulation;

While the subgrantees signs the certifications and assurances, the need to include the language from the original certifications and assurances that is listed under Appendix A to Part 1200—Certification and Assurances for Highway Safety Grants ([23 U.S.C. Chapter 4](#)) applicable to the subrecipients is important. This way the grantee or contractor will have the whole language and an idea of what they are signing before and thus OTS is doing all it can to make sure the grantee or contractor are aware of the requirement imposed upon them by Federal statute and regulation.

NONDISCRIMINATION

The State highway safety agency will comply with all Federal statutes and implementing regulations relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 ([Pub. L. 88-352](#)), which prohibits discrimination on the basis of race, color or national origin (and [49 CFR Part 21](#)); (b) Title IX of the Education Amendments of 1972, as amended ([20 U.S.C. 1681-1683 and 1685-1686](#)), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended ([29 U.S.C. 794](#)), and the Americans with Disabilities Act of 1990 ([Pub. L. 101-336](#)), as amended ([42 U.S.C. 12101](#), et seq.), which prohibits discrimination on the basis of disabilities (and [49 CFR Part 27](#)); (d) the Age Discrimination Act of 1975, as amended ([42 U.S.C. 6101-6107](#)), which prohibits discrimination on the basis of age; (e) the Civil Rights Restoration Act of 1987 ([Pub. L. 100-259](#)), which requires Federal-aid recipients and all subrecipients to prevent discrimination and ensure nondiscrimination in all of their programs and activities; (f) the Drug Abuse Office and Treatment Act of 1972 ([Pub. L. 92-255](#)), as amended, relating to nondiscrimination on the basis of drug abuse; (g) the comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 ([Pub. L. 91-616](#)), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (h) Sections 523 and 527 of the Public Health Service Act of 1912, as amended ([42 U.S.C. 290dd-3 and 290ee-3](#)), relating to confidentiality of alcohol and drug abuse patient records; (i) Title VIII of the Civil Rights Act of 1968, as amended ([42 U.S.C. 3601](#), et seq.), relating to nondiscrimination in the sale, rental or financing of housing; (j) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (k) the requirements of any other nondiscrimination statute(s) which may apply to the application.

BUY AMERICA ACT

The State will comply with the provisions of the Buy America Act ([23 U.S.C. §313](#)), which contains the following requirements:

Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

POLITICAL ACTIVITY (HATCH ACT)

The State will comply with provisions of the Hatch Act ([5 U.S.C. 1501-1508](#)) which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

CERTIFICATION REGARDING FEDERAL LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by [section 1352, title 31, U.S. Code](#). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

RESTRICTION ON STATE LOBBYING

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

Instructions for Lower Tier Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definition and Coverage sections of [49 CFR Part 29](#). You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR Part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (See below)
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR Part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR Part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Terms and Conditions for Non-State Agencies

The Grantee (which refers to the applicant's status after it has been awarded grant funds) shall comply with all applicable federal, state and local laws, ordinances, rules and regulations and provisions stated herein in the performance of the grant award.

1. Survival of Terms

The following clauses survive the expiration or cancellation of the award:

9. Liability; 10. Audits; 11. Government Data Practices; 13. Publicity and Endorsement; 14. Governing Law, Jurisdiction and Venue; and 16 Data Disclosure.

2. Financial and Administrative Provisions

The Grantee will comply with all program guidelines specified in the Grant Program Guidelines (Guidelines) and application which are incorporated herein by reference.

Budget Revisions: The Grantee will submit a written change request for any substitution of budget items or any deviation in accordance with the Guidelines included in this application. Grantees whose requests have been approved will be notified in writing by the State's Authorized Representative to the Grantee's Authorized Representative. Requests must be approved prior to any expenditure by the Grantee.

3. Payment Terms

Payment: The State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services in accordance with the Guidelines included in this application. Expenditures for each state fiscal year (July through June) of the grant agreement must be for services satisfactorily performed within applicable state fiscal years.

Under Minn. Stat. § 16B.98, subd. 1, the Grantee agrees to minimize administrative costs.

4. Time

The Grantee must comply with all the time requirements described in the application and grant agreement. In the performance of the award, time is of the essence.

5. Consideration and Payment

The State will pay for all services performed by the Grantee under the grant agreement as a reimbursement according to the breakdown of costs contained in the Guidelines and Grantee's application that will be incorporated into the grant agreement.

Under Minn. Stat. § 16B.98, subd. 7, payments to the Grantee may not be issued until the grant agreement is fully executed.

6. Conditions of Payment

All services provided by the Grantee under the grant agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative so named in the grant agreement and in accordance with all applicable federal, state, and local laws, ordinances, rules and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state or local law.

7. Authorized Representative

The State's Authorized Representative or his/her successor, is so named in the grant agreement and has the responsibility to monitor the Grantee's performance and has the authority to accept the services provided under the grant agreement opportunity. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is so named in the grant agreement. If the Grantee's Authorized Representative changes at any time during the grant agreement, the Grantee must immediately notify the State.

8. Assignment, Amendments, Waiver, and Grant Agreement Complete

The Grantee may neither assign nor transfer any rights or obligations under the grant agreement without the prior consent of the State and a fully executed Amendment, executed and approved by the same parties who executed and approved the grant agreement, or their successors in office.

Any amendment to the grant agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant agreement, or their successors in office.

If the State fails to enforce any provision of the grant agreement, that failure does not waive the provision or its right to enforce it.

The grant agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding the grant agreement, whether written or oral, may be used to bind either party.

9. Liability

Grantee must indemnify, save and hold the State, its agents, and employees harmless from any claims or causes of action, including all attorneys' fees incurred by the State arising from the performance of the grant agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under the grant agreement and subsequent grant agreements. The liability for Grantees that are municipalities is governed by Minn. Stat. § 466 and any other applicable law, rule or regulation.

10. Audits

Under Minn. Stat. § 16B.98, subd. 8, the books, records, documents, and accounting procedures and practices of the Grantee or other party that are relevant to the grant agreement or transaction are subject to examination by the State, and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the grant agreement end date, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. Federal audits shall be governed by requirements of federal regulations.

If applicable, if the Grantee (in federal OMB Circular language known as "subrecipient") receives federal assistance from the State of Minnesota, it will comply with the Single Audit Act Amendments of 1996 as amended and Office of Management and Budget Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations" for audits of fiscal years beginning after June 30, 1996; and, required audit reports must be filed with the State Auditor's Office, Single Audit Division, and with federal and state agencies providing federal assistance, and the Department of Public Safety within nine months of the Grantee's fiscal year end.

11. Government Data Practices

The Grantee and the State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as it applies to all data provided by the State under the grant agreement, and as it applies to all data created, collected, received, stored, used, maintained or disseminated by the Grantee under the grant agreement. The civil remedies of Minnesota Statutes, section 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released.

12. Workers' Compensation

Grantee certifies that it is in compliance with Minnesota Statutes, § 176.181, subdivision 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

13. Publicity and Endorsement

Any publicity regarding the subject matter of the grant agreement must be in accordance with the Guidelines included in this application. The Grantee must not claim that the State endorses its products or services.

14. Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs the grant agreement. Venue for all legal proceedings out of the grant agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

15. Termination

Termination by the State. The State may cancel the grant agreement at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

Termination by the Grantee. The Grantee may request termination upon 30 days notice to the State's Authorized Representative. Upon termination, the Grantee is entitled to payment for services actually performed and agrees to return any unused funds to the State.

Termination for Insufficient Funding. The State may immediately terminate the grant agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services under the grant agreement. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the grant agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State receiving that notice.

Termination for Failure to Comply. The State may cancel the grant agreement immediately if the State finds that there has been a failure to comply with the provisions of the grant award, that reasonable progress has not been made or that the purpose for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

16. Data Disclosure

Under Minn. Stat. § 270C.65, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any, or pay other state liabilities

17. Other Provisions be it understood:

- a. By filing of this application, the applicant has therefore obtained the necessary legal authority to apply for and receive the proposed grant;
- b. The filing of this application has been authorized by applicant's governing body, and the official who has applied his/her electronic signature to this application has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the representative of the applicant in connection with this application;
- c. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of applicant;
- d. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;

Agreement to Acknowledge the Terms and Conditions are Incorporated Into the Grant Agreement:

By submitting this application, I/we [name of Applicant Organization Representative] as an authorized Representative for [Applicant Organization's Name] the Applicant, acknowledge that I have read the Terms and Conditions in their entirety as stated within the Application materials and acknowledge that the Terms and Conditions will be incorporated into the Grant Agreement if funds are awarded to the Applicant under this Application. As authorized, if the Applicant is awarded funds under this Application, I will submit the required documents and certification on behalf of the Applicant Organization.

FEDERAL AUDIT REQUIREMENTS

1. A non-Federal entity that expends \$750,000 or more in Federal awards during the non-Federal entity's fiscal year must have a single or program-specific audit conducted for that year in accordance with the provisions of Subpart F of OMB's Uniform Guidance: Cost Principles, Audit, & Administrative Requirements for Federal Awards ([2 CFR Part 200](#)).

Audits must be performed annually, except when:

- (a) A state, local government, or Indian tribe that is required by constitution or statute, in effect on January 1, 1987, to undergo its audits less frequently than annually, is permitted to undergo its audits biennially
- (b) Any nonprofit organization that had biennial audits for all biennial periods ending between July 1, 1992, and January 1, 1995, is permitted to undergo its audits biennially.

Any biennial audit must cover both years within the biennial period.

2. An auditor is defined in Title 2 CFR 200.7 - Auditor means a public accountant or a Federal, state, local government, or Indian tribe audit organization, which meets the general standards specified for external auditors in generally accepted government auditing standards (GAGAS) by the U.S. Government Accountability Office. The term auditor does not include internal auditors of nonprofit organizations. [79 FR 75880, Dec. 19, 2014]
3. The subrecipient agrees that the pass-through entity, the Legislative Auditor, the State Auditor, and any independent auditor designated by the pass-through entity will have access to the subrecipient's personnel, accounts, books, records, supporting documentation, and other information as needed in order to comply with the Single Audit Act Amendments of 1996 and OMB's Uniform Guidance: Cost Principles, Audit, & Administrative Requirements for Federal Awards, (2 CFR 200.508 Auditees responsibilities).
4. The auditee must prepare appropriate financial statements, including the schedule of expenditures of Federal awards in accordance with Section 200.510 Financial Statements. Auditees must adhere to the Report retention requirements in Section 200.512(f) for three years from date of submission to the Federal Audit Clearinghouse (FAC). Minnesota Statute §16B.98, subdivision 8 includes retention requirements of a minimum of six years from the grant agreement end date, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.
5. The auditor's report(s) must state the audit was conducted in accordance with OMB's Uniform Guidance: Cost Principles, Audit, & Administrative Requirements for Federal Awards, Subpart F (2 CFR 200.515 Audit Reporting) and include the following:
 - (a) An opinion (or disclaimer of an opinion) as to whether the financial statements are presented fairly in all material respects in accordance with generally accepted accounting principles and an opinion (or disclaimer of opinion) as to whether the schedule of expenditures of Federal awards is fairly stated in all material respects in relation to the financial statements as a whole
 - (b) A report on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements. This report must describe the scope of testing of internal control and compliance and the results of the tests, and, where applicable, it will refer to the separate schedule of findings and questioned costs described in this section

(c) A report on compliance for each major program and a report on internal control over compliance. This report must describe the scope of testing of internal control over compliance, include an opinion or disclaimer of opinion as to whether the auditee complied with Federal statutes, regulations, and the terms and conditions of Federal awards which could have a direct and material effect on each major program and refer to the separate schedule of findings and questioned costs described in this section.

(d) A schedule of findings and questioned costs that includes a summary of the auditor's results in a format consistent with Section 200.515 Audit Reporting, paragraph (d)(1); findings relating to the financial statements which are required to be reported in accordance with GAGAS; and findings and questioned costs for Federal awards consistent with the requirements of Section 200.515 Audit Reporting, paragraph (d)(3).

6. The auditee is responsible for follow-up and corrective action on all audit findings. As part of this responsibility, the auditee must prepare a summary schedule of prior audit findings. The auditee must also prepare a corrective action plan for current year audit findings. The summary schedule of prior audit findings and the corrective action plan must include the reference numbers the auditor assigns to audit findings under Section 200.516 Audit findings, paragraph (c). Since the summary schedule may include audit findings from multiple years, it must include the fiscal year in which the finding initially occurred. The corrective action plan and summary schedule of prior audit findings must include findings relating to the financial statements which are required to be reported in accordance with GAGAS. (2 CFR 200.511 Audit findings follow up)
7. Subrecipients and Contractors – An auditee may simultaneously be a recipient, a subrecipient, and a contractor. Federal awards expended as a recipient or subrecipient are subject to audit under this part. The payments received for goods and services provided as a contractor are not Federal awards. Section 200.330 Subrecipient and contractor determinations sets forth the considerations in determining whether payments constitute a Federal award or a payment for goods or services provided as a contractor. (2 CFR 200.501(f))
8. The FAC is the repository of record for Subpart F – Audit Requirements. The auditee must electronically submit to the FAC the data collection form described in 200.512(b) and the reporting package described in 200.512(c) within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period. (2 CFR 200.512)
9. Auditees must file their single audit report(s) with the State Auditor's Office, Single Audit Division, and the Department of Public Safety within nine months of the fiscal year end.

2017 Mobilization Guidelines

Combining increased enforcement with public awareness has been found to result in long-lasting improvements in driver behavior. Paid media advertisements will focus on key messages about impaired driving, occupant protection, speed and distraction during the campaigns. OTS requests that an event be scheduled on the first day of enforcement to coincide with paid media.

TZD Enforcement Campaign Dates

- Impaired Driving: Nov. 23, Dec. 1-3, 8-10, 15-17, 22-23, 29-30, 2016.
Labor Day Crackdown Aug. 18 – Sept. 3, 2017.
- Seat Belt/Child Restraint: Oct. 14-30, 2016; May 22 - June 4, 2017.
(50 percent of all seat belt enforcement is required to be conducted between 1600 hrs and 0400 hrs).
- Speed: July 7-23, 2017.
- Distracted Driving: April 10-23, 2017.

The OTS requires high-visibility enforcement for all enforcement activity. Traffic enforcement makes a bigger and more memorable impact on the traveling public when they see more than one squad on a single roadway in close proximity to each other. For OTS purposes, high-visibility enforcement is defined as more than one squad in relatively close proximity on a single roadway; for jurisdictions with higher populations and numbers of officers, OTS expects more than three squads to make up high-visibility enforcement. The fewer vehicles used for high visibility enforcement, the shorter the roadway segment worked should be. There should be an emphasis on multiple agencies working together in a concentrated area. Roadway signs that indicate the type of enforcement being conducted are required and traffic vests are strongly encouraged for safety.

- For those grantees not in the top 13 deadliest counties for impaired driving, no more than 10 percent of funding can be requested for DWI enforcement conducted outside of the mobilization hours.
- There should be a continued emphasis on joint media releases.
- OTS encourages all agencies to allot hours on Aug. 31, 2017, for enforcing the Ted Foss-Move Over law (MS 169.18 subd. 11).

Review your local crash data to determine when and where the majority of your county's fatal and serious injury crashes occur. This will help to determine when and where to conduct your grant-funded overtime enforcement to make the biggest impact on the most people. If your county's data differs from statewide data, contact your grant coordinator to discuss changes to your work plan.

2017 Mandatory DWI Enforcement Dates for 13 Counties with highest number of alcohol-related fatalities and severe injuries.

October 29, 2016	All 13 Counties
March 17, 2017	All 13 Counties
(subject to change depending on the date of the local celebration)	
May 12, 2017	All 13 Counties
July 1, 2017	All 13 Counties

2017 TZD Enforcement Calendar



Quarterly Invoices and Reports (Fiscal agencies only)

- Oct. 3, 2016: 1st quarter events entered and agency rosters updated in ROAR
- Dec. 12, 2016: 2nd quarter events entered in ROAR
- Jan. 20, 2017: 1st quarter invoice and progress report in E-Grants
- March 13, 2017: 3rd quarter events entered in ROAR
- April 21, 2017: 2nd quarter invoice and progress report in E-Grants
- June 12, 2017: 4th quarter events entered in ROAR
- July 14, 2017: 3rd quarter invoice and progress report in E-Grants
- Oct. 20, 2017: 4th quarter invoice, progress report in E-Grants
- Oct. 30, 2017: Final Report in E-Grants

Short Reports (Required to be completed by each agency)

- Nov. 4, 2016: Seat belt citations from Oct. 14-30
- Jan. 6, 2017: DWI arrests, highest B.A.C., seat belt citations from Nov. 23 - Dec. 31
- April 28, 2017: Texting, seat belt citations from April 10-23
- June 9, 2017: Report belt/child seat citations from May 22-June 4
- July 28, 2017: Report speed, seat belt citations from July 7-23
- Sept. 8, 2017: Report DWI arrests, highest B.A.C., seat belt citations from Aug. 18 - Sept. 3

TZD Conference (Nov. 16-17, 2016: Duluth)

Enforcement Dates

- Oct. 14 - 30, 2016: Seat belts
- Nov. 23, 25-26; Dec. 1-3; 8-10; 15-17; 22-23, 29-30, 2016: Impaired Driving
- April 10-23, 2017: Distracted Driving
- May 22 - June 4, 2017: Seat belts and Child Seats
- July 7-23, 2017: Speed
- Aug. 18 - Sept. 3, 2017: Impaired Driving
- Aug. 31, 2017: Optional Ted Foss Move Over

October 2016

S	M	T	W	Th	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017

S	M	T	W	Th	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2017

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

August 2017

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2017

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Color Codes

Pre-Enforcement
Media

Enhanced
Enforcement

Post-Enforcement
Media

Mandatory DWI
Enforcement
(13 Deadliest Counties)

Statewide
Enforcement

Project Resolutions

The resolution process should start as quickly as possible. Your resolution must be made to request funding and participation in the project for a one year period.

Requirements:

Before a grant may be executed, the lead agency mentioned in the application must provide the OTS with a resolution from the appropriate city council or county board authorizing its participation in the program. Legal signatures for a city are the Mayor and City Clerk (M.S. 412.201); for a county are the Board Chair and Clerk of County Board (M.S. 375.13); or individual(s) named in resolution approved by appropriate City Council or County Board.

Instructions:

The attached sample resolution has a place for two officials to sign certifying that the resolution was adopted. Several other methods of certifying that a resolution was adopted are also acceptable; all involve ink signatures and some also require imprints of city/county seals.

Using the exact format provided will ensure acceptability by OTS and quicker processing of awarded grants. Including a grant dollar amount in the resolution will cause problems if the amount awarded is different than the amount requested. If your council or board requires a specific amount, have the words “or a lesser amount as awarded by the Department of Public Safety” added after the amount is specified. Including the proper name of an authorized official, rather than just a title, will cause problems if the person in that position or office changes. If your council or board requires a specific name as well as title, have the words “and (his or her) successor (on staff or in office)” added after the name is specified. Including specific dollar amounts and/or names without the suggested added phrases may mean the entire resolution will need to be redone.

The first paragraph in the sample states the name of the agency authorized to participate in the project, and the agency providing the grant (OTS). Include your project name and the beginning and ending dates of the grant.

The second paragraph in the example states the title of the person authorized to sign the grant and implement its provisions for the agency passing the resolution. This should be the chief law enforcement officer.

Example; Lead Agency

RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT

Be it resolved that _____ Police Department _____ enter into a grant
agreement with the Minnesota Department of Public Safety, for traffic safety enforcement projects
during the period from October 1, 2016 through September 30, 2017.

The Police Department _____ is hereby authorized to execute such agreements and amendments
(Title of Lead Agency Authorized Official)

as are necessary to implement the project on behalf of Police Department and to be
the fiscal agent and administer the grant.
(Name of Lead Agency)

(The following is an example of a signature block – other formats for certifying a resolution has been adopted are permitted. In addition, you could instead provide a copy of official minutes of council meeting at which the resolution was approved.).

I certify that the above resolution was adopted by the _____ City Council/County Board
(Executive Body)
of _____ City/County _____ on _____ .
(Name of political subdivision) (Date)

SIGNED:

WITNESSETH:

(Signature)

(Signature)

City Mayor*

City Clerk*

(*Title*)

(Title)

(Date)

(Date)

*or individual(s) named in approved resolution.

Comparative Report
FFY 2015 data from ROAR

Fiscal Lead Agency	Stops Per Hour	Citations/Arrests Per Stop	Percent of Citations/Arrests for Seat belt & Child Restraints	Percent of Citations/Arrests are DWI	Percent of Citations/Arrests are Speed	Percent of Citations/Arrests are Texting
Albert Lea PD	2	2.4	40%	2%	26%	2%
Alexandria PD	1.7	3.2	14%	2%	25%	2%
Austin PD	2.1	2.3	28%	1%	21%	3%
Breckenridge PD	1.2	2	47%	1%	24%	0%
Chippewa County SO	1.6	4.5	15%	0%	28%	1%
Chisago County SO	1.4	1.9	27%	3%	30%	2%
Dodge County SO	2.2	2.9	45%	0%	33%	0%
East Grand Forks PD	1.4	2.7	50%	2%	18%	3%
Elk River PD	1.7	3.2	20%	7%	31%	2%
Fairmont PD	1.8	1.8	53%	1%	27%	3%
Fillmore County SO	1.3	1.8	14%	0%	46%	20%
Goodhue County SO	2	2.8	32%	2%	35%	2%
Grand Rapids PD	1.3	3.7	17%	4%	37%	2%
Houston County SO	2	4.3	18%	4%	37%	2%
Hubbard County SO	2.1	3.5	17%	3%	40%	1%
Kanabec County SO	2.1	1.9	20%	1%	47%	1%
Kandiyohi County SO	1.5	2.8	42%	3%	18%	3%
Lac qui Parle Co SO	1	2.6	23%	0%	55%	0%
Lake City PD	1.4	6	22%	4%	48%	0%
Norman County SO	1.7	2.8	15%	0%	60%	0%
Owatonna PD	2	2.1	25%	2%	43%	1%
Renville County SO	1.7	5.2	14%	3%	27%	4%
Rice County SO	2	2.7	26%	3%	36%	1%
Wadena County SO	1.3	4.2	16%	3%	40%	2%
Winnebago PD	1.3	4.7	13%	0%	67%	0%
Winona County SO	2.7	3.4	32%	7%	26%	2%
Worthington PD	1.6	4.7	26%	5%	29%	1%
Group Average	1.7	3.2	26%	2%	35%	2%
State Average	1.7	3.1	24%	3%	32%	2%

Comparative Report
FFY 2015 data from ROAR

Top 25 Counties Not in Metro	Stops Per Hour	Citations/Arrests Per Stop	Percent of Citations/Arrests for Seat belt and Child Restraints	Percent of Citations/Arrests are DWI	Percent of Citations/Arrests are Speed	Percent of Citations/Arrests are Texting
Becker County SO	1.6	3.2	16%	4%	21%	0%
Bemidji PD	1.7	3	47%	3%	22%	1%
Blue Earth County SO	1.8	2.8	25%	3%	29%	1%
Brainerd PD	1.5	3.8	17%	4%	13%	9%
Cass County SO	1.4	3	17%	3%	46%	0%
Duluth PD	1.9	5.1	19%	8%	21%	1%
Fond du lac PD	1.7	5.7	6%	4%	33%	0%
Hutchinson PD	1.4	2.3	27%	1%	32%	0%
Mille Lacs County SO	2.2	7	5%	1%	33%	1%
Moorhead PD	1.7	1.6	36%	2%	27%	4%
Morrison County SO	2.2	4.1	29%	4%	21%	1%
Olmsted County SO	1.7	1.9	24%	4%	24%	4%
Otter Tail County SO	1.7	3.6	20%	3%	51%	1%
St. Cloud PD	1.7	2.6	27%	4%	22%	3%
Virginia PD	1.3	4.8	22%	10%	20%	1%
Wright County SO	1.7	3.1	35%	4%	30%	5%
Group Average	1.7	3.6	23%	4%	28%	2%
State Average	1.7	3.1	24%	3%	32%	2%

Comparative Report
FFY 2015 data from ROAR

Metro Grants	Stops Per Hour	Citations/ Arrests Per Stop	Percent of Citations/Arrests for Seat belt and Child Restraints	Percent of Citations/ Arrests are DWI	Percent of Citations/ Arrests are Speed	Percent of Citations/ Arrests are Texting
Airport PD	1.5	1.8	28%	4%	29%	3%
Brooklyn Park PD	1.5	2.9	13%	5%	29%	2%
Carver County SO	1.8	2.2	28%	4%	33%	7%
Coon Rapids PD	1.9	2.8	20%	3%	22%	2%
Inver Grove Heights PD	1.8	2.4	13%	3%	18%	2%
Maple Grove PD	1.9	2.2	20%	2%	38%	4%
Minneapolis PD	1.6	1.6	20%	5%	38%	2%
Ramsey County SO	1.7	1.7	19%	5%	23%	2%
Rogers PD	1.5	2	16%	5%	32%	2%
Shakopee PD	2.2	2.7	25%	2%	33%	1%
Washington County SO	1.6	2.4	22%	6%	30%	4%
Group Average	1.7	2.2	20%	4%	29%	3%
State Average	1.7	3.1	24%	3%	32%	2%

County Population and Baseline Performance Measures

County	All Fatalities & Severe Injuries		Speed-Related Fatalities & Severe Injuries		Distracted-Related Fatalities & Severe Injuries		Alcohol-Related Fatalities & Severe Injuries		Vehicle Occupant Fatalities & Severe Injuries	
	Total	Average Per Year	Total	Average Per Year	Total	Average Per Year	Total	Average Per Year	Total	Average Per Year
Aitkin	26	8.7	9	3	2	0.7	4	1.3	6	2
Anoka	226	75.3	34	11.3	34	11.3	46	15.3	37	12.3
Becker	38	12.7	7	2.3	6	2	13	4.3	12	4
Beltrami	46	15.3	7	2.3	10	3.3	21	7	12	4
Benton	44	14.7	7	2.3	12	4	12	4	6	2
Big Stone	6	2	0	0	1	0.3	0	0	3	1
Blue Earth	54	18	8	2.7	10	3.3	17	5.7	11	3.7
Brown	29	9.7	18	6	7	2.3	7	2.3	10	3.3
Carlton	52	17.3	12	4	6	2	9	3	8	2.7
Carver	57	19	11	3.7	13	4.3	14	4.7	9	3
Cass	49	16.3	15	5	6	2	21	7	16	5.3
Chippewa	33	11	7	2.3	3	1	7	2.3	11	3.7
Chisago	56	18.7	4	1.3	16	5.3	10	3.3	13	4.3
Clay	51	17	14	4.7	8	2.7	13	4.3	12	4
Clearwater	10	3.3	4	1.3	3	1	4	1.3	2	0.7
Cook	4	1.3	1	0.3	1	0.3	2	0.7	2	0.7
Cottonwood	19	6.3	1	0.3	5	1.7	7	2.3	5	1.7
Crow Wing	75	25	12	4	19	6.3	19	6.3	15	5
Dakota	268	89.3	45	15	52	17.3	46	15.3	29	9.7
Dodge	14	4.7	5	1.7	2	0.7	4	1.3	6	2
Douglas	38	12.7	6	2	4	1.3	8	2.7	10	3.3
Faribault	23	7.7	7	2.3	5	1.7	6	2	11	3.7
Fillmore	25	8.3	0	0	4	1.3	10	3.3	4	1.3
Freeborn	28	9.3	4	1.3	2	0.7	12	4	6	2
Goodhue	74	24.7	15	5	12	4	16	5.3	16	5.3
Grant	9	3	1	0.3	2	0.7	3	1	1	0.3
Hennepin	742	247.3	121	40.3	134	44.7	141	47	68	22.7
Houston	17	5.7	6	2	3	1	2	0.7	3	1
Hubbard	29	9.7	6	2	5	1.7	9	3	7	2.3
Isanti	50	16.7	11	3.7	10	3.3	13	4.3	11	3.7
Itasca	62	20.7	10	3.3	15	5	14	4.7	11	3.7
Jackson	25	8.3	6	2	3	1	3	1	8	2.7
Kanabec	16	5.3	1	0.3	5	1.7	2	0.7	3	1
Kandiyohi	56	18.7	12	4	14	4.7	14	4.7	15	5
Kittson	9	3	2	0.7	4	1.3	4	1.3	3	1
Koochiching	11	3.7	3	1	2	0.7	1	0.3	3	1
Lac Qui Parle	7	2.3	1	0.3	2	0.7	4	1.3	1	0.3
Lake	16	5.3	6	2	4	1.3	7	2.3	3	1
Lake of Woods	2	0.7	1	0.3	0	0	0	0	0	0
Le Sueur	37	12.3	7	2.3	10	3.3	11	3.7	14	4.7
Lincoln	12	4	5	1.7	1	0.3	3	1	2	0.7
Lyon	36	12	7	2.3	5	1.7	7	2.3	9	3
McLeod	36	12	8	2.7	11	3.7	7	2.3	6	2
Mahnomen	10	3.3	2	0.7	0	0	3	1	5	1.7
Marshall	7	2.3	1	0.3	2	0.7	2	0.7	2	0.7
Martin	28	9.3	4	1.3	3	1	5	1.7	6	2
Meeker	31	10.3	7	2.3	3	1	10	3.3	12	4
Mille Lacs	46	15.3	11	3.7	8	2.7	10	3.3	13	4.3
Morrison	58	19.3	14	4.7	9	3	14	4.7	13	4.3

2013-2015 Calendar Year Average

Attachment G
Performance Measures

County	Injuries		Fatalities &		Fatalities & Severe		Fatalities &		Vehicle Occupant	
	Total	Average Per Year	Total	Average Per Year	Total	Average Per Year	Total	Average Per Year	Total	Average Per Year
Mower	22	7.3	2	0.7	4	1.3	3	1	4	1.3
Murray	13	4.3	0	0	0	0	1	0.3	3	1
Nicollet	31	10.3	9	3	10	3.3	9	3	10	3.3
Nobles	27	9	5	1.7	3	1	4	1.3	8	2.7
Norman	9	3	2	0.7	2	0.7	2	0.7	2	0.7
Olmsted	120	40	23	7.7	15	5	18	6	28	9.3
Otter Tail	74	24.7	12	4	6	2	22	7.3	22	7.3
Pennington	19	6.3	5	1.7	0	0	8	2.7	7	2.3
Pine	43	14.3	9	3	8	2.7	12	4	11	3.7
Pipestone	10	3.3	3	1	0	0	2	0.7	2	0.7
Polk	37	12.3	3	1	8	2.7	6	2	11	3.7
Pope	12	4	2	0.7	2	0.7	4	1.3	2	0.7
Ramsey	282	94	52	17.3	44	14.7	55	18.3	28	9.3
Red Lake	5	1.7	0	0	0	0	0	0	0	0
Redwood	20	6.7	4	1.3	5	1.7	4	1.3	6	2
Renville	28	9.3	6	2	6	2	3	1	9	3
Rice	56	18.7	10	3.3	8	2.7	16	5.3	11	3.7
Rock	11	3.7	1	0.3	3	1	3	1	4	1.3
Roseau	15	5	0	0	5	1.7	2	0.7	7	2.3
St. Louis	167	55.7	34	11.3	31	10.3	37	12.3	37	12.3
Scott	91	30.3	16	5.3	12	4	20	6.7	11	3.7
Sherburne	77	25.7	12	4	10	3.3	22	7.3	3	1
Sibley	41	13.7	16	5.3	8	2.7	2	0.7	12	4
Stearns	128	42.7	29	9.7	34	11.3	36	12	28	9.3
Steele	37	12.3	9	3	5	1.7	6	2	7	2.3
Stevens	5	1.7	0	0	2	0.7	0	0	3	1
Swift	10	3.3	1	0.3	2	0.7	4	1.3	3	1
Todd	40	13.3	9	3	5	1.7	19	6.3	17	5.7
Traverse	3	1	0	0	0	0	1	0.3	1	0.3
Wabasha	28	9.3	9	3	7	2.3	3	1	4	1.3
Wadena	23	7.7	8	2.7	1	0.3	8	2.7	7	2.3
Waseca	12	4	1	0.3	7	2.3	3	1	3	1
Washington	115	38.3	26	8.7	29	9.7	32	10.7	16	5.3
Watonwan	17	5.7	3	1	6	2	1	0.3	3	1
Wilkin	10	3.3	5	1.7	3	1	4	1.3	5	1.7
Winona	61	20.3	19	6.3	6	2	17	5.7	16	5.3
Wright	134	44.7	21	7	22	7.3	25	8.3	23	7.7
Yellow Medicine	16	5.3	4	1.3	1	0.3	3	1	7	2.3
MN 3-Year Totals:	4,546		876		818		1,034		872	
MN 3-Year Average	1,515		292		273		345		291	
County 3-Year Average	17.4		3.4		3.1		4.0		3.3	